

AHMED FAHMY EMEIRA

Accountant

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ABOUT ME

Ahmed Fahmy Emeira is an Egyptian accountant residing in Saudi Arabia, and a member of the Saudi Authority for Auditors and Accountants.

I always strive to harness my strong sense of responsibility and dedication to work, and to benefit from the qualifications and skills I obtained through my academic achievement and practical experiences in serving and developing work for the entity to which I belong.

EDUCATION

2008 : 2012

Damanhour University

Faculty of Commerce, Bachelor's degree in Accounting

Overall rating : good

LANGUAGES

Arabic : Mother tangu

English: Very good

WORK EXPERIENCE

Chief Accountant

2022 : Till now

Al-Morouj Agricultural Company - Saudi Arabia

Responsibilities

- **Accounting System Management and Development:** Oversaw the development and coordination of the accounting system with all departments in collaboration with the service provider, managing everything from system analysis to implementation and full operation.
- **Accounting System Permissions Management:** Fully responsible for managing the accounting system and distributing system access rights across departments, as well as developing and updating the chart of accounts in line with accounting standards and business requirements.
- **Work Organization and Operational Oversight:** Distributed and managed tasks among the company's accountants, supervised document flow, and ensured that financial and accounting procedures approved by senior management were adhered to across departments.
- **Technical Issue Resolution:** Managed technical issues arising in the accounting system and collaborated with the IT support team to implement solutions.
- **Financial Statement Preparation:** Prepared trial balances, verified journal entries, provisions, and year-end adjustments, and prepared consolidated trial balances for various business units. Also, prepared inventory reports, coordinated annual and periodic inventory counts, and managed year-end financial statements and Zakat returns, overseeing external auditors' feedback until the final financial statements were issued.
- **Internal Financial Reporting:** Prepared monthly internal financial statements for management and periodic financial reports (daily, monthly, quarterly, and annual) to provide a comprehensive overview of the company's financial performance.
- **Feasibility Study Review:** Reviewed feasibility studies for new company projects, collaborating with relevant offices and consultants in their preparation.
- **Project Monitoring and Reporting:** Prepared reports on ongoing projects, ensuring alignment with the approved budgets, and prepared periodic reports on project costs and progress.
- **VAT Management:** Responsible for the monthly VAT return preparation and submission via the Zakat, Tax, and Customs Authority platform.
- **Tax and Zakat Compliance:** Fully responsible for handling all tax and Zakat requirements, including Zakat reconciliation and VAT, ensuring accurate data is provided to all relevant government platforms.
- **Supplier Contract Review:** Analyzed contracts with internal and external suppliers, conducted comparisons and evaluations, and provided reports and recommendations to management.

Internal Auditor

2018 : 2021

Al-Morouj Agricultural Company - Saudi Arabia

Responsibilities

- **Expense and Financial Custody Review:** Ensured that all expenses and financial custodians were within the approved spending limits and authorized payment orders.
- **Contract and Contractor Payment Review:** Reviewed contractor invoices and active contracts, ensured alignment of terms and quantities with the contracts, processed financial claims, and approved payment transactions.
- **Project Review and Oversight:** Monitored and reviewed activities related to ongoing projects within the company, ensuring proper journal entry allocation and cost tracking for each project.
- **Letter of Credit and Equipment Contract Review:** Inspected letters of credit and contracts for imported machinery and equipment to ensure compliance and accuracy.
- **Manufacturing Process and Cost Reporting:** Reviewed accounting processes related to manufacturing, verified material lists, and prepared cost reports for management.
- **Fixed Asset and Depreciation Review:** Oversaw the management of fixed assets, including asset registration, tracking, depreciation, and disposal processes.
- **Payroll and Employee Entitlement Review:** Audited payroll and employee financial entitlements, including vacation balances and end-of-service benefits.
- **Inventory Supervision:** Supervised inventory counts, monitored stock levels, prepared inventory reports, and handled reconciliation adjustments.
- **Review of Prepaid and Accrued Expenses & Lease Contracts:** Audited prepaid and accrued expenses and closed their accounts for the fiscal year, along with reviewing lease contracts.
- **Accounts Receivable and Payable Review:** Reviewed customer and supplier account statements, aging of receivables and payables, and prepared necessary reconciliations.
- **Banking Operations Review:** Audited banking transactions for both local and foreign currency accounts and reviewed bank reconciliation memos, ensuring necessary adjustments.
- **Financial and Regulatory Auditing:** Conducted thorough audits of all financial transactions processed in the accounting system from all departments, ensuring accuracy from a financial and regulatory perspective, including verifying attachments, signatures, authorizations, receipts, and ensuring compliance with company policies and procedures.

General Accountant

2014 : 2017

Al-Morouj Agricultural Company - Saudi Arabia

Responsibilities

- **Invoice and Expense Management:** Received purchase invoices from suppliers, verified them against receipts, and recorded them in the accounting system. Received expense invoices from responsible parties, categorized and organized them, and prepared journal entries and payment orders.
- **Account Reconciliation:** Conducted cash reconciliations for sales representatives, reconciled inventories linked to sales points, monitored customer and supplier accounts, and ensured credit limits were adhered to, performing necessary confirmations.
- **Treasury Management:** Recorded cash inflows and outflows, prepared daily journal entries for the company's cash register, and reconciled daily transactions.
- **Payroll Processing:** Prepared payroll and calculated employee entitlements, including commissions for sales representatives.
- **Banking and Reconciliation:** Recorded incoming and outgoing banking transactions and prepared bank reconciliation memos.
- **Accounting for Management and Affiliates:** Recorded transactions for the management's current accounts and those of affiliate companies, and reconciled account statements.
- **Inventory and Reconciliation:** Participated in periodic inventory counts and year-end inventory reconciliation.

Accountant

2013 : 2014

Accountant for clients and suppliers, New Top Vet Veterinary Services - Egypt

Responsibilities

Managing customer and supplier accounts .

Achievements

Preparing records for suppliers and customers that include all their data according to the contract concluded with the supplier or customer.

General Accountant

2012 : 2013

Barakat Advertising Agency – Egypt

Responsibilities

- Recording all financial transactions in the company.
- Preparing the company's periodic financial reports.
- Achievements: I was able to convert the company's accounting system from a manual system to an electronic system.

General Accountant

2012 : 2013

Kairouan Computer Company – Egypt

Responsibilities

- Recording purchase invoices, making daily entries, following up on the movement of the item in the inventory, and issuing reports on the movement of items in the warehouses.

SPECIALIZED TRAINING COURSES

Workshop on applications of the financial accounting process

2012

Damanhour University – Faculty of Commerce

- Training on financial accounting applications in the commercial, service and contracting sectors

Intensive courses in bookkeeping and electronic accounting

Yunus Etman Accounting and Auditing Office

- A training course in commercial projects and contracting companies
- Training on bookkeeping and electronic accounting
- Training in preparing financial statements

Training on the following electronic accounting programs:

- SMACC accounting software
- Peach Tree accounting software
- Quick Books accounting program
- Accounting in Excel
- I have experience with ERP systems such as Odoo

Diploma in comprehensive electronic accounting

Arab Center for Training and Information Technology

- Obtaining a training course on how electronic accounting programs work and how to record and transfer data in them, and it was applied to the Delta accounting program.

GENERAL TRAINING

International Computer Driving License (ICDL)

2012

The entire Microsoft suite of programs was studied, as well as the basic concepts of information technology, computer use, and file management.

Diploma in English in the world of business

Arab Center for Training and Information Technology

- Accounting terminology in the English language was studied, financial statements in the English language were learned, as well as the use of the English language in the business world.

Diploma in human development

Arab Center for Training and Information Technology

- The role of human development science in institutions, companies and all business sectors was studied.

SPECIALIZED TRAINING COURSES

- Working within a team
- The ability to develop
- Flexibility
- effective communication
- Problem Solving
- I have a car driving license